

Tips to Facilitate the Medicare Enrollment Process

To ensure that your application is processed timely, you should:

1. Submit the 2006 version of the CMS-855 Medicare enrollment application.

Effective May 1, 2006, the Centers for Medicare & Medicaid Services (CMS) revised the CMS-855 Medicare enrollment applications. Providers and suppliers must submit the appropriate 2006 version of the CMS-855 Medicare enrollment application. The application version can be found in the lower left corner of the application.

An electronic copy of the current CMS-855 Medicare enrollment application can be found at <http://www.cms.hhs.gov/CMSForms/CMSForms/list.asp>

2. Submit the correct application for your provider or supplier type to the Medicare fee-for-service contractor servicing your State or location

Providers and suppliers must submit their application(s) to the appropriate Medicare fee-for-service contractor. A list of the Medicare fee-for-service contractors by State can be found in the download section of www.cms.hhs.gov/MedicareProviderSupEnroll.

3. Submit a complete application.

When enrolling in the Medicare program for the first time, each section of an application must be completed. When reporting a change to your enrollment information, complete each section listed in Section 1B of the CMS-855 Medicare enrollment application.

4. Submit all supporting documentation.

In addition to a complete application, each provider or supplier is required to submit all applicable supporting documentation at the time of filing. Supporting documentation includes professional licenses, business licenses, the National Provider Identifier notification received from the National Plan and Provider Enumeration System and, if applicable, an authorization agreement for Electronic Funds Transfer Authorization Agreement (CMS-588).

See Section 17 of the Medicare enrollment application for additional information regarding the applicable documentation requirements.

5. Request and obtain your National Provider Identifier (NPI) number before enrolling or making a change in your Medicare enrollment information

The Centers for Medicare & Medicaid Services (CMS) requires that providers and suppliers obtain their National Provider Identifier (NPI) prior to enrolling or updating their enrollment record with Medicare.

Providers and suppliers must enter their NPI on the CMS-855 application and submit a copy of the NPI notification letter received from the National Plan and Provider Enumeration System or the organization requesting your NPI with each CMS-855 application you submit. If you do not have an NPI, please contact the NPI Enumerator at <https://nppes.cms.hhs.gov> or call the Enumerator at 1-800-465-3203 or TTY 1-800-692-2326.

6. Submit the Electronic Funds Transfer Authorization Agreement (CMS-588) with your enrollment application, if applicable.

CMS requires that providers and suppliers, who are enrolling in the Medicare program or making a change in their enrollment data, receive payments via electronic funds transfer.

Note: If a provider or supplier already receives payments electronically and is not making a change to his/her banking information, the CMS-588 is not required.

If you are a supplier who is reassigning all of your benefits to a group, neither you nor the group is required to receive payments via electronic funds transfer.

7. Sign and date the application

Applications must be signed and dated by the appropriate individuals. Signatures must be original. Signatures cannot be copied or stamped.

8. Respond to fee-for-service contractor requests promptly and fully.

To facilitate your enrollment into the Medicare program, respond promptly and fully to any request for additional or clarifying information from the fee-for-service contractor.